

Spring 2015 Transition Readiness Timeline

Action steps to prepare for the Spring 2015 M-STEP Assessments



Date	Assessment	Accountability	Instruction	TRIG /Technology
January 12-23	<ul style="list-style-type: none"> • Begin/continue to use the S15 Preview sample test experience. • Teachers become familiar with the sample Classroom activity and performance task. • Begin to finalize scheduling for M-STEP assessment. • Pre-ID students in Grades 3-8 and 11 for the M-STEP and MI-Access. 	<p>* Check the Spotlight for an update to the definition of Full Academic Year (FAY).</p>	<ul style="list-style-type: none"> • Review online sample test items and guidance from MDE and Smarter Balanced including the Spring 2015 Preview available online through the MDE website. • Discuss upcoming assessments with students including format and difference from past assessments. • Perform initial analysis on classroom instruction and relation to testing including depth of knowledge, academic vocabulary, performance tasks, and the use of related tools. 	<ul style="list-style-type: none"> • Identify the devices that will be used for online assessment delivery. • Begin developing a district/ school Testing Site Manager (TSM) configuration plan.
January 26- February 6	<ul style="list-style-type: none"> • Continue to pre-ID students for M-STEP and MI-Access. • Order materials for paper/pencil testing. • Continue to use the Spring 2015 Preview available online through the MDE website. 	<ul style="list-style-type: none"> • Check the Spotlight for the most up to date information. 	<ul style="list-style-type: none"> • Perform evaluation of students to determine needs related to depth of knowledge, academic vocabulary, and related test-taking skills (such as the use of tools to complete test items appropriately). • Align classroom assignments with depth of knowledge evident in standards including academic vocabulary. • Incorporate opportunities for students to demonstrate typing stamina into classroom activities. 	<ul style="list-style-type: none"> • Attend MSTEP Technology Readiness Training hosted by TRIG • Download Testing Site Manager Deployment Options Document from TRIG.
February 9 - 20	<ul style="list-style-type: none"> • Online Training Tools ready for ELA and Math (Grade level practice experience) • Plan lab/classroom activities to introduce students to online tools. • Continue to pre-ID students for M-STEP and MI-Access (closes February 18th, 5:00 p.m.) • Continue to order materials for paper/pencil testing (closes February 18th, 5:00 p.m.) 	<ul style="list-style-type: none"> • Spring count is February 11. This count is used in determining FAY status for accountability calculations. • Details of the use of Student Growth Percentile (SGP) in accountability systems will be released. Use the SGP tools to see how SGP data is used. • A list of schools and districts with low assessment rates will be released. Schools on this list are in danger of 	<ul style="list-style-type: none"> • Review ELA and Math Sample Item Sets with students. Grades 5, 8, and 11 will be posted February 9th. • Ensure integration of sample classroom activities and performance tasks into instructional practices aligned to depth of knowledge in standards. • Work with students on the use of tools evident in the Sample Item Sets or in the Spring 2015 Preview. 	<ul style="list-style-type: none"> • Technology Readiness Training and Tutorial Videos available on TRIG and eDirect websites beginning February 17th.

		<p>being identified as Priority schools in 2014-15.</p> <ul style="list-style-type: none"> • Read the Guide to MSDS reporting for Trouble-free Accountability for tips on how MDE uses MSDS data for accountability. 		
February 23- March 6	<ul style="list-style-type: none"> • Install and explore INSIGHT on the testing devices. The Online Testing Tools (OTT) will be ready for students to practice the online testing experience including accommodations (text-to-speech, video sign-language, masking, color contrast, contrasting text.). • Passwords for secure access for District Coordinators to eDirect. • Pre-ID info loaded into eDirect. 	<ul style="list-style-type: none"> • MI-Access 1% Proficiency Cap Waiver Application will be available to districts. • Tentative: Details of accountability system changes submitted in the ESEA Flexibility renewal. 	<ul style="list-style-type: none"> • Continue instructional practices that incorporate test-taking skills based on classroom activities and performance tasks. • Continue the use of preview test to incorporate the use of tools into classroom instruction and activities allowing students opportunities to justify answers. • Continue to focus on appropriate depth of knowledge and academic vocabulary while integrating the use of appropriate tools and activities into instruction. 	<ul style="list-style-type: none"> • Continue Technology Readiness Training and Video Tutorials using TRIG and eDirect websites • Download the online assessment software components. Configure a computer or other approved device to use for testing • Install the Testing Site Manager (TSM) based on the pre-determined configuration. • Install and configure the INSIGHT software on all testing devices. • Use OTT to verify the system is configured correctly at each testing location. • Conduct Load Simulation.
March 9 - 20	<ul style="list-style-type: none"> • M-STEP Test Set Up available: Test Coordinators are able to set up their test session. • Continue student readiness activities to practice the online testing experience including accommodations (text-to-speech, video sign-language, masking, color contrast, contrasting text.). 	<ul style="list-style-type: none"> • Collect information for the Students Not Tested (SNT) window. Check guidance and instructions on SNT reporting. 	<ul style="list-style-type: none"> • Continue to utilize instructional activities that address appropriate depth of knowledge, are aligned to grade-level standards, and incorporate the use of related tools in relevant performance tasks and classroom activities. 	<ul style="list-style-type: none"> • Continue Technology Readiness Training and Video Tutorials using TRIG and eDirect websites. • Download the online assessment software components. • Configure a computer or other approved device to use for testing • Install the Testing Site Manager (TSM) based on the pre-determined configuration. • Install and configure the INSIGHT software on all testing devices. • Use OTT to verify the system is configured correctly at each testing location. • Conduct Load Simulation.
March 21 and ongoing activities	<ul style="list-style-type: none"> • Session windows close for M-STEP and MI-Access all grades, March 27, 2015. 	<ul style="list-style-type: none"> • Print student test login tickets and view individual ticket statuses. 	<ul style="list-style-type: none"> • Synchronize a student's test with their current accommodations. • Conduct test sessions. 	<ul style="list-style-type: none"> • Support testing devices and update TSM, as needed.

after Testing Begins		<ul style="list-style-type: none">• View individual and session testing status summary information.		
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